

MEDICAL RECORD**Surgical/Invasive Procedure Verification Checklist**

Date: _____ Time: _____

Procedure (PER CONSENT): _____

Physician(s): _____

Side/Site/Level Marked: _____ By Whom: _____

INSTRUCTIONS: Sign in the appropriate box below to indicate that the steps have been completed. Do not continue with the process unless you are able to verify that each step has been completed.

Step*	Verification Process	Signature of the Care Team Member Documenting the Information
1)	Identification of the patient, procedure, side, site, and level, where appropriate, completed according to Clinical Center policy.	
2)	Appropriate documents confirming the procedure side, site, and level where appropriate are present (i.e., H&P and other clinically relevant material (i.e., consults, progress notes, laboratory values, imaging modalities and/or imaging reports, etc.)).	
3)	"Time Out" – Prior to the procedure in the operating room/procedure area, ALL TEAM MEMBERS participate together in a time out to verbally verify the correct patient, procedure, side, site, and level, where appropriate, using active communication. The implants and any special requirements should be verified at this time.	

***COMPLETE THIS SECTION ONLY IF UNABLE TO COMPLETE A STEP IN THE VERIFICATION PROCESS ABOVE – EXPLAIN WHY**

Step	Explanation	Signature of the Care Team Member Documenting the Information	Date

Patient Identification

Surgical/Invasive Procedure Verification Checklist
NIH-2826 (5-04)
P.A. 09-25-0099
File in Section 2: Progress Notes

ACTIONS TO COMPLETE THE CHECKLIST:

1. The patient or designated decision maker is to mark the site whenever possible.
2. The physician or the physician designee will initial the site to verify that the information provided by the patient or designated decision maker matches the information contained in hospital records and the mark is correct.
3. The surgeon or LIP performing the procedure is responsible for initiating the time out process.
4. Each team will determine who is responsible for completing the verification form. Any discrepancies identified during the verification process and/or during the time out process must be resolved before proceeding with the procedure.
5. If there is no H&P present in the medical record, please contact the physician before proceeding. An H&P is valid for 30 days.